

**THIS AGREEMENT** is made between the BAY Management Committee, and the Hirer named below, who is the person authorized to act for the group / organisation hiring the facilities at the BAY Centre. The details on this booking form will be treated as a contract to the conditions stated hereon.

**THE Committee** agrees to permit the hirer, (group / organisation), named below, to use the premises on the date, for purpose stated, and for the period of time described below.

Please fill in the form either on your computer or on a printed version then send it to [baybookings@gmail.com](mailto:baybookings@gmail.com) or mail it to (Bookings), Burnham Area Youth Centre, Cassis Close, Burnham-on-Sea, Somerset, TA8 1NN.

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**\* Required**      **\* Name of Hirer:**

**Organisation: (if applicable):**

**\* Contact Address:**

**\* Contact Information:**

**(an Email and/or a phone num)**

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**\* Date(s) to be booked:**

**\* Start & End Times of Booking:**

(If it is not a one-off event, please state when the event will be repeated e.g. Bungee Jumping class every Thursday 7pm-9pm.)

**\* Room(s) to be Hired:**

**(Please select all rooms to be hired)**

**Main Hall** (£8 per hour or £35 for a party. Includes cafe+kitchen.)

**Training Room** (£5 per hour. Includes shared kitchenette)

**Resource Room** (£5 per hour. Includes shared kitchenette)

**Training Suite** (£7 per hour. Includes Training Room, Resource Room and Kitchenette)

**\* Purpose for which Rooms are required:**

**(We need this information to check our Public Licenses)**

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**\* Method of Payment:**

**(cash/cheque, invoice or other)**

< click on button for selection

**Invoice Details:**

**Please enter email or name and address for invoice to be sent to (if different from Contact info)**

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**THE HIRER** agrees to observe the Terms & Conditions of Hire and to comply with all aspects of Health & Safety Legislation. The person named in the Hirer field will be deemed as the person responsible for ensuring compliance with the Hiring conditions set.

The HIRER agrees to the cancellation fees of 50% of the booking charge for cancelling with less than 48 hours' notice and 100% of the booking charge for cancelling with less than 24 hours' notice.

**\* I understand and agree to the Terms & Conditions set out by the BAY Committee.**

**\* Signed:**

**(Hirer)**

**Date:**